



ALAMEDA COUNTY
CONGESTION MANAGEMENT AGENCY

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REQUEST FOR PROPOSALS

For
A Truck Parking Facility Feasibility and Location Study
(RFP A07-005)

Dear Consultants:

The Alameda County Congestion Management Agency (ACCMA) has issued a Request for Proposals (RFP) for the above mentioned project.

Proposals are subject to ACCMA Small Business Enterprise (SBE), Local Business Enterprise (LBE) and Disadvantage Business Enterprise (DBE) program. Any contract to be awarded as a result of this Notice will be awarded without discrimination based on race, color, religion, sex, or national origin.

To obtain a full copy of the RFP, please contact ACCMA office at (510) 836-2560 or download the document in PDF format from our website: www.accma.ca.gov. All questions pertaining to this RFP should be emailed to Liz Brazil, Contracts Administrator, at the following e-mail address: lbrazil@accma.ca.gov no later than April 2, 2007.

A pre-proposal meeting will be held at the ACCMA Office, 1333 Broadway, Suite 220, Oakland, CA 94612, on Thursday April 5, 2007 at 10:00 am.

Ten (10) copies of the proposals are due no later than 3:00 p.m. on April 20, 2007 at the offices of the Alameda County Congestion Management Agency, 1333 Broadway, Suite 220, Oakland, CA 94612. Late submittals will not be accepted. Proposal must be submitted in a sealed envelope marked:

"A Truck Parking Facility Feasibility and Location Study – RFP A07-005"

Alameda County Congestion Management Agency
1333 Broadway, Suite 220
Oakland, CA 94612

We look forward to receiving a proposal from your firm.

Sincerely,

A handwritten signature in black ink, appearing to read "Beth Walukas".

Beth Walukas
Sr. Transportation Planner

REQUEST FOR PROPOSALS

For

A TRUCK PARKING FACILITY FEASIBILITY AND LOCATION STUDY

RFP A07-005

Issued by:

Alameda County Congestion Management Agency

March 16, 2007

**RESPONSES DUE:
APRIL 20, 2007**

Alameda County Congestion Management Agency
1333 Broadway, Suite 220,
Oakland, CA 94612

Request for Proposals (A07-005)

Truck Parking Facility Feasibility and Location Study

TABLE OF CONTENTS

1. Introduction and Overview
2. Services to be provided
3. SBE and LBE Requirements
4. DBE Program
5. RFP Submittal Requirements
6. Selection of Consultant
7. Selection Process Dates
8. General Conditions
9. List of Firms that received this RFP

Request for Proposals (RFP A07-005)
for a
Truck Parking Facility Feasibility and Location Study

SECTION 1: INTRODUCTION AND OVERVIEW

The I-80, I-880 and I-580 corridors have the highest truck volumes of any highway corridors in the Bay Area. They comprise portions of the Interstate “path” between the Central Valley and the Port of Oakland as well as the Bay Area and Southern California and Sacramento and points east. These corridors are congested due to competition for limited roadway capacity from commute, freight and recreational traffic and, as such, experience significant delays. This congestion negatively impacts, among others, truckers and businesses to which trucks are seeking access in Alameda County, including the Port of Oakland.

Additionally, truckers are currently experiencing a significant shortage of space for truck parking in Alameda County at the distribution centers to which they seek access. This is due to significantly increased freight activity including increased volumes of: (1) long-haul trucks (including regional, trans-State or transcontinental trucks) requiring port access and access to distribution centers; and (2) trucks engaged in re-distributing containers. The lack of parking potentially impacts truck operations to the extent that space that would otherwise be used for operations is subordinated to truck storage. It also affects neighborhoods adjacent to trucking facilities as trucks are forced to park on city streets with negative impacts to neighborhoods including reduced air quality, increased noise pollution and blight.

In an attempt to provide solutions for short and long term truck parking issues in Alameda County, this project will conduct a truck parking study to (1) investigate the need for and feasibility of truck parking facilities with emphasis on Alameda County and (2) recommend potential truck parking facility location(s) in the I-80, I-580 and I-880 Corridors. The data-gathering portion of the study will focus on regional truck parking needs, the distribution patterns of containers in and around the Port of Oakland and other truck distribution centers, and the types and origins and destinations of truck trips in the study corridors. Phase I of the study will determine the need for truck parking facilities, including full-service facilities, for truckers and businesses. The second phase of the study will focus on identifying future truck parking facilities, including full-service truck parking operations, along the I-580, I-880 and/or I-80 corridors. These facilities could provide contracted, full-service facilities for trucks and drivers. They could furthermore serve as a “staging areas” for trucks with destinations in Alameda County including those destined for the Port. In order to facilitate truck coordination with arrival at the port and other facilities, the truck parking facility could also provide – on a continuous basis - updated information on regional traffic conditions and associated travel times to key destinations.

Additionally, the California Department of Transportation (Caltrans) has been conducting an exploratory effort to determine the feasibility of combining public rest areas with full-service truck parking facilities. Synergy could be derived from specifying opportunities wherein new public rest

areas could be adjacent to full-service truck parking facilities primarily within Alameda County or possibly beyond depending on study results. The Alameda County Congestion Management Agency (ACCMA) will lead the study in partnership with Caltrans. This project will be funded by State funds through a \$170,000 State Transportation Partnership Planning grant.

SECTION 2: SERVICES TO BE PROVIDED

2.1 Project Management

The ACCMA will serve as project manager for the Truck Parking Facility Feasibility and Location Study. A Task Force consisting of representatives from the CMA, Caltrans and the Port as well as other partner agencies will be invited to participate as appropriate. These include but are not limited to MTC, local jurisdictions, and representatives of the trucking community including the California Trucking Association. The selected consultant will contract with the ACCMA.

2.2 Project Schedule

The ACCMA desires to adhere to the milestone schedule shown below for the consultant contract to develop the Truck Parking Feasibility and Location Study. The schedule is intended to include adequate times for review and comment by the appropriate participating agencies. It is anticipated that the Analysis will take nine months to complete.

Notice to Proceed	May 2007
Administrative Draft	November 2007
Draft Report	December 2007
Final Report	January 2008

2.3 Scope of Work

The ACCMA intends to retain a qualified professional firm/team to provide transportation consulting services for a Truck Parking Facility Feasibility and Location Study. The scope of work presented below describes the work to be performed for identifying truck parking facilities along the I-580, I-880, and/or I-80 corridors.

Task 1. Refine Scope of Work and Retain Consultant Services

The consultant will meet with ACCMA staff to review and refine the objectives and scope of work. If necessary, the consultant will prepare a revised scope of work, budget and schedule.

Deliverables: Revised scope of work, budget and schedule.

Task 2. Survey and Data Collection Methodology/Data Collection

The consultant team will develop and administer surveys and collect appropriate types of data to provide an overview of types of truck trips and the origins and destinations of truck trips in the study corridor as well as container movement through the region, including but not limited to in and around the Port of Oakland. Survey activity could take place at: (1) regional weigh stations to capture regional and interregional truck movements; and (2) at maritime terminal gates and entrances to distribution centers in Alameda County to determine distribution patterns of containers and the short and long term parking needs of truckers. The data collection methods and tools will be reviewed by the Task Force and should include:

- Seeking input from Caltrans and external agencies.
- Collecting data on truck types, origins, destinations, distribution facilities, centers, and patterns.
- Collecting data on where trucks are currently parking overnight.
- Conducting an O-D survey to determine trucking distribution patterns.

Deliverable: Technical Memorandum documenting data collection and survey methodology and schedule

Task 3. Identify Truck Parking Facility Needs

Based on the results of the data collected in Task 2, an assessment of overall truck parking facility needs along regional highway connections in and around Alameda County (or possibly beyond depending on study results) will be documented. The documentation should include, but not be limited to, a summary of truck parking facility needs, short and long term parking needs, truck distribution patterns and types of services that are desired to meet truck parking needs.

Deliverable: Technical Memorandum summarizing data collection results and truck parking facility needs.

Task 4. Conduct Location Analysis and Rank Potential Truck Parking Facility Sites

The consultant will prepare a location analysis of where potential, feasible truck parking facilities, including full service facilities, could be provided primarily in Alameda County based on the results presented in Task 3. Short and long term truck parking facility needs should be addressed. Using criteria developed in conjunction with the Task Force, the facilities will be evaluated and ranked and a recommendation made. If appropriate, feasible next steps to implement truck parking facilities and short-term parking sites will be identified.

Deliverable: Technical Memorandum documenting the results of the location analysis, evaluation and ranking of potential sites, recommendations, and next steps

Task 5 Prepare Administrative, Draft and Final Technical Documents

The consultant will provide an administrative, draft and final technical document summarizing the study process and draft recommendations. The administrative document would be reviewed by CMA and Caltrans staff and the Task Force and comments responded to. The draft and final documents would be reviewed and commented on by the Task Force as well as the CMA Board.

Deliverable: Administrative, Draft and Final Report with recommendations for next steps summarizing technical documents and responding to comments made by Caltrans and the CMA Board. The Final Report will include an electronic copy and 50 hard copies with all maps, exhibits, and technical appendices incorporated.

Task 6 Meeting Attendance and Task Force Minutes

ACCMA staff will facilitate group discussions for the Task Force and presentations to the CMA Board. Members of the consultant team are expected to be available as support to ACCMA staff during meetings throughout the study and may be called on to make presentations. The Task Force will meet at regular intervals for the duration of the study to provide input and comment on the process. Appropriate members of the consultant team should be available for all Task Force meetings as well as one additional meeting for presentations to the ACCMA Board of Directors. It is anticipated that over the nine month period, a total of seven Task Force meetings will be required. The consultant will provide minutes of the Task Force meetings.

Deliverable: Attendance at up to 9 meetings and meeting minutes

SECTION 3: SBE AND LBE REQUIREMENTS

ACCMA has adopted a Small Business Enterprise (SBE) Policy, pursuant to which the ACCMA encourages all prime contractors to utilize qualified SBE subcontractors on ACCMA projects, ACCMA promotes the direct purchase of goods from qualified SBEs by utilizing SBE vendors when such vendors are available and the price of the goods sought is reasonable, and, for professional services contracts, ACCMA seeks the utilization of qualified SBEs when such SBEs are available. All prime contractors are required to report on SBE usage during the term of each contract, using a form provided by ACCMA.

For purposes of ACCMA's SBE Policy, an SBE shall be a "small business" within the meaning of 13 CFR Part 121 and California Government Code Section 14837. In the event that the ACCMA's SBE Policy conflicts with any Federal, State or other funding source's programs, policies, regulations or requirements, ACCMA shall make the SBE Policy consistent with said funding source's programs, policies, regulations and requirements to the extent permissible by law. ACCMA's SBE Policy is neutral as to race, ethnicity, national origin, age, sex, religion, sexual orientation and other protected classes.

ACCMA has also adopted a Local Business Enterprise (LBE) Policy, pursuant to which the ACCMA encourages all prime contractors to utilize qualified LBE subcontractors on ACCMA projects. ACCMA promotes the direct purchase of goods from qualified LBEs by utilizing LBE vendors when such vendors are available and the price of the goods sought is reasonable, and, for professional services contracts, ACCMA seeks the utilization of qualified LBEs when such LBEs are available. All prime contractors are required to report on LBE usage during the term of each contract, using a form provided by ACCMA.

SECTION 4: DBE PROGRAM

As a condition of receiving federal funds, CMA has signed an agreement with Caltrans pursuant to which CMA has agreed to implement Caltrans' Disadvantaged Business Enterprise (DBE) Program Plan (hereinafter referred to as the DBE Program) as it pertains to local agencies. The DBE Program is based on U.S. Department of Transportation (DOT), Title 49, Part 26, Code of Federal Regulations requirements.

SECTION 5: RFP SUBMITTAL REQUIREMENTS

Please prepare your proposal in accordance with the following requirements.

1. *Proposal:* The proposal (excluding resumes and the transmittal letter) shall not exceed a total of the equivalent of 25 single-sided, 8.5" x 11" pages. Resumes should be included in an appendix.
2. *Transmittal Letter:* The proposal shall be transmitted with a cover letter describing the firm's/team's interest and commitment to the proposed project. The letter shall state that the proposal shall be valid for a 90-day period and that staff proposed are available to begin work on this contract. The person authorized by the firm/team to negotiate a contract with ACCMA shall sign the cover letter and the letter should include the name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the consultant selection process.

Address the cover letter as follows:

Beth Walukas, Senior Transportation Planner
Alameda County Congestion Management Agency
1333 Broadway, Suite 220
Oakland, California 94612

3. *Project Understanding:* This section should clearly convey the consultant's understanding of the nature of the work and the general approach to be taken.
4. *Work Plan and Schedule.* This section should include a description of how each task of the project will be conducted, identification of deliverables, and a schedule. The Work Plan should have sufficient detail to demonstrate a clear understanding of the project. The schedule should show the expected sequence of tasks and important milestones.

5. *Management Approach and Staffing Plan.* This section should describe the consultant's approach to management of the work. If the proposal is a team effort, the distribution of work among the team members should be indicated. This section should discuss the consultant's organization for this project, how the work assignments are structured, and the staffing. A chart showing the amount of time each key team member is devoting to the project should be included. The consultant shall describe the role of any subcontractors, with a description of the subcontractors' specific responsibilities. Discuss the firm/team's approach for completing the services for this project within budget.

The proposal should include a staffing plan and an estimate of the **total hours** detailed by position. The staffing plan should also identify the hours required to complete each of the tasks listed in Section 2 above and the total hours for the overall project.

6. *Qualifications of the Firm.* This section should provide a description of previous projects, which clearly demonstrate the consultant's experience and qualifications with truck parking and facility location projects. Experience working on other truck parking and location studies is desirable. These descriptions should identify the role, if any, of key personnel assigned to conduct the project, and the outcome of the project. Provide a list of up to three former clients for whom consultant's firm and team members have performed services similar to those described in this RFP, along with names and telephone numbers of persons who may be contacted as references. If subcontractors are to be used, provide similar information for each subcontractor.

Key personnel are expected to be committed for the duration of the project. Replacement of key personnel will not be permitted without prior consultation with and approval of the ACCMA.

7. *Submittal of Proposals:* Ten (10) copies of your proposal are due at the ACCMA offices no later than the time and date specified in Section 7 below. Envelopes or packages containing the proposals should be clearly marked, **"Proposals Enclosed."**
8. *Cost Proposal:* A cost proposal should be submitted in a **separate sealed envelope titled "Truck Parking Facility Feasibility and Location Study Proposal."** The cost submittal should indicate the number of anticipated hours by the Project Manager and key personnel. The estimated level of hours for other staff can be summarized in general categories.

SECTION 6: SELECTION OF CONSULTANT

The overall process will evaluate the technical components of all the proposals completely and independently from the cost component. The proposals will be evaluated and scored on a 100 point total basis using the following criteria:

1. Qualifications and specific experience of Key Personnel.
2. Project understanding and approach, including an understanding of the ACCMA and coordination processes.
3. Experience with similar types of studies and work. Experience with conducting truck parking feasibility and location studies is desirable.
4. Satisfaction of previous clients.

5. Schedule and capacity to provide qualified personnel.

Interviews will be held on the date specified in Section 7 below. The Project Manager and Key Personnel should attend the interview. The evaluation / interview panel may include representatives from ACCMA, Caltrans, and other agencies, but the specific composition of the panel will not be revealed prior to the interviews. Costs for travel expenses and proposal preparation shall be borne by the consultants.

Once the top firm/team has been determined, ACCMA staff will start contract negotiations with firm/team. If contract negotiations are not successful, the second ranked firm/team may be asked to negotiate a contract with ACCMA, etc. Provided the negotiations are proceeding well, the ACCMA may elect to initiate a portion of the work scope with a Notice to Proceed (NTP), prior to execution of the contract.

SECTION 7: SELECTION PROCESS DATES

April 2, 2007 All questions pertaining to this RFP should be emailed Liz Brazil **no later than Monday, April 2, 2007** at the following email address: **lbrazil@accma.ca.gov**. Responses to the material questions received by 5:00 p.m. on this date will be provided at the pre-proposal meeting.

April 5, 2007: A **Pre-proposal Meeting** will be held at **10:00 a.m.** at the ACCMA offices on **Thursday, April 5, 2007**. Attendance is optional.

April 20, 2007: **Proposals are due no later than 3:00 p.m. on Friday, April 20, 2007** at the offices of the Alameda County Congestion Management Agency, 1333 Broadway, Suite 220, Oakland, CA 94612. ***Late submittals will not be accepted.***

Week of May 7, 2007 or If necessary, interviews for consultant selection will be held the
or Week of 14, 2007 week of May 7, 2007 or week of May 14, 2007.

All questions pertaining to this RFP should be emailed to Liz Brazil, Contracts Administrator at the following email address: lbrazil@accma.ca.gov. All such emails must include the subject line "ACCMA RFP A07-005 Question:" and then the stated question in the body of the email. ACCMA will be unable to provide individual responses, and ACCMA will not respond to questions posed by any means other than email. Responses to all questions submitted by the above deadline that may have a material impact on the proposal will be provided to all attendees of the pre-proposal meeting discussed above, and will also be posted on the ACCMA website: www.accma.ca.gov.

SECTION 8: GENERAL CONDITIONS

A. Limitations

This RFP does not commit the Alameda County CMA to award a contract or to pay any costs incurred in the preparation of a proposal in response to this RFP.

B. Rejection of Proposals

The Alameda County CMA reserves the right to reject any or all proposals.

C. Award

All finalists may be required to participate in negotiations and to submit such price; technical or other revisions of their proposals as may result from negotiations. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and technical viewpoint.

D. Workscope Modifications

The ACCMA reserves the right to request changes to the staffing and/or scope of services contained in any of the proposals and to enter negotiations with any of the proposers regarding their submittal.

E. Contract

A sample contract is shown in Attachment 2. It is expected that the terms of the contract will be acceptable to the consultant.

F. Non - Discrimination

Contractors shall not discriminate on the basis of race, color, national origin, sex, or physical disability in the performance of ACCMA contracts.

G. Levine Act

Selected consultants will be required to disclose on the record any contribution of more than \$250.00 which they have made to an ACCMA Board member within the twelve-month period preceding the submittal deadline of this RFP. This applies to your company, any member of your team, any agents for you or other team members and to the major shareholders of any closed corporation, which is part of your team. If you have made a contribution which needs to be disclosed you must provide written notice of the date, amount and receipt of the contribution(s) to the ACCMA Executive Director, Dennis Fay. This information will need to be provided before the ACCMA can approve any contract.

SECTION 9: LISTS OF FIRMS THAT RECEIVED THIS RFP

See Attachment 2 for the list of firms that received this RFP.

Attachments:

- Attachment 1 – ACCMA Sample Contract
- Attachment 2 – List of firms that received notification of this RFP